



Job title: Business Development Coordinator (London, UK)

Standard Occupational Classification (SOC) code: 3545

Organisation: Clean Planet Energy (CPE), trading name of [Pyroplast Energy Ltd]

Introduction: Clean Planet Energy (CPE) is a cleantech, renewable and alternative energy company, converting non-recyclable plastic waste into ultra-clean commercial grade fuels with negligible sulphur and nitrous oxide content and low CO₂ emissions. CPE's mission is to remove over 1 Million tonnes of non-recyclable plastic waste from our environment, every year. We will achieve this mission by continuously devise and implement sustainable green technologies and processes that will prevent toxic plastic waste from damaging the earth's environment and oceans, while reducing the demand for high-emissions fossil fuels and/or feedstocks to make new recycled- petrochemicals products (such as plastics). Diverting tens of thousands of tonnes of plastic waste annually away from landfills, incinerations, and oceans is regarded as a major environmental win.

To achieve the above purposes, CPE are developing and deploying a series of environmentally friendly EcoPlants, process plant designed and engineered to take any waste plastic feedstock and, through various chemical processes, convert into commercial grade low-carbon footprint, ultra-clean ultra-low sulphur circular fuels to be used as replacements for traditional high-emissions fossil-based fuels.

As the **Business Development Coordinator (based in the UK)**, the job will be an exciting opportunity for a candidate who really wants to learn about all aspects of business in the Clean Tech industry. You will be getting invaluable hands-on experience, working with commercial, operations and technical teams. The position will report to the Commercial & Business Development Director of CPE.

The skills and knowledge you acquire in this role will likely serve you very well in your future careers. Equally there is the real prospect to develop the role and make it your own.

Number of currently advertised positions: 1

Job description: Selected key duties and responsibilities as **Business Development Coordinator (based in the UK):**

Reporting

- Assisting in day-to-day administrative tasks and weekly internal reporting to executive management.
- Develop and ensure applicable metrics and performance indicators are in place and tracked to measure team and organisational performance based on Global/UK Standards.

Research & Analysis

- Research on a range of subjects relating to the business and the sector in which we operate, including general market research, competitive landscape analysis, commodity markets etc.

Commercial

- Assisting on marketing, promotion, CPE branding and investor relations.
- Conduct outreach and manage business relations in support of UK Leadership and Biz Dev teams.



- Assisting on reviewing and editing legal commercial documents, prior to final legal counsel sign off.
- Oversee contract administration program management based on Global/UK standards.

Strategy

- Support the UK Leadership and Biz Dev teams in finding important projects, ventures, potential targets, and other partnership opportunities in UK/EU.
- Collaborate with executive team to determine, prioritise UK/EU business strategies.
- Identify strategic risks and help to reduce risks, and link back to Global/UK risk strategy.

Start Date: ASAP

Duration: Permanent

Essential requirements for role: A degree similar to Finance, Business Administration, Management or Law and/or suitable work experience of the same nature. We expect the candidate to have an aptitude for numbers, excel, writing, and have an interest in strategy. You will need to be proficient in Microsoft Office package (Word, Excel, Powerpoint etc). Fluent in French is preferred due to the nature of expansion of the team.

Desirable requirements for role:

- Strong work ethic – prepared to put in extra hours if required from time to time, but not regularly.
- Evidence of ability to work effectively with individuals from various backgrounds and cultures.
- Proven experience of effectively organising team tasks and self-ownership of projects.
- Able to manage multiple tasks simultaneously to deliver against tight deadlines.
- Must be flexible to adjust work schedule as determined by the demands of the business, therefore a certain flexibility is mandatory.

Location: Remote during COVID, then potentially London, UK part-time with remote.

CPE is an inclusive organisation welcoming talent from all backgrounds. Applicants are assessed based on personal merit and qualifications.

This opportunity is not open for recruiters or agencies, and any applicants that are received though this will be rejected.